

LIBRARIAN I

DEFINITION

To perform a variety of professional library work in the City libraries including reference services, materials selection, children's and young adult services, readers' guidance, cataloging, computers and community programs, among others; to assist the general public by responding to questions in person, over the telephone, and electronically; to provide staff training and supervision as needed; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the first level in the Librarian series. Incumbent works under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area(s) of responsibility are learned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Senior Librarian; provides functional and/or technical supervision to assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Provide reference service and instruction to library guests of all ages using print, media, and computer resources; and answer questions from the public in person, over the telephone, and electronically.

Assist the public in making most effective use of library facilities; ensure guests follow library policies and procedures.

Plan and deliver library programs for children, youth and adults.

Instruct guests on the use of the Internet, computer applications, and other library services; and resolve general complaints.

Deselect library materials based on condition, currency and relevance; note gap in collections and make recommendations.

Develop seasonal and topical displays throughout library.

Compile lists and bibliographies; review books and make recommendations for their purchase.

Stay abreast of new trends and innovations in the field of library science and services.

Resolve staffing emergencies and problems with the public's use of the library

Catalog, classify, and assign subject headings to books, pamphlets and other publications.

May be responsible for library operations in assigned time or in the absence of senior staff, including evenings and weekends.

Conduct library tours; train staff and volunteers as assigned.

Prepare correspondence and reports as assigned; recommend budget needs to supervisor.

Maintain order, quiet, and safety in the library as needed.

Assist in conducting research projects and special studies.

Attend conferences of professional organizations and serve on committees.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer services.

Perform other related duties as assigned.

When assigned to Circulation:

Assign, prioritize, supervise, review and participate in the work of staff in the circulation services section of the library; establish circulation work schedules; distribute and balance the workload among employees and make day-to-day adjustments in accordance with established priorities.

Review and evaluate employees work performance; work with employees to correct deficiencies; participate in the selection of staff and provide and/or coordinate staff training.

Reduce and/or waive fines for guests as necessary.

Monitor budget for hourly employees; troubleshoot problems with library computers and other related equipments.

Verify daily cash revenue reports and send to finance; calculate and collect fines and other charges; prepare and review reports and other correspondence.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic Principles and practices of library services, organization, and procedures.

Basic research techniques using print, automated library systems, databases and the Internet.

Basic principles and practices of supervision.

Books, authors, and reference sources in a variety of subject areas.

Reference sources, cataloging techniques, and Dewey decimal system.

Pertinent Federal, State and local laws, codes and regulations, and City Library policies.

Public relations and methods for promoting library services and programs.

Basic budgeting and needs assessments techniques.

Computer equipment and software applications related to assignment.

Rules of English grammar and spelling.

Ability to:

Learn to assess the needs of library guests and provide accurate reference information.

Learn and use automated library systems, databases and Internet search tools.

Locate and evaluate sources of information on library materials; search, evaluate, interpret and explain information.

Read, interpret, and apply bibliographic standards, narrative and statistical data, information, and documents.

Read and interpret instructions, library rules, regulations, and policies

May schedule staff and designate daily assignments to have all public service desks covered

May supervise, train, and evaluate subordinates including volunteers and interns

Learn, interpret and apply pertinent federal, state and local policies, procedures, laws, codes and regulations.

Plan and organize programs and promote interest in library services.

Close branch ensuring public safety and proper closing of building.

Work evenings and weekends.

Use initiative and sound independent judgment within established guidelines.

Deal with irate customers in an effective manner.

Operate computer equipment and software applications related to assignment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

See below.

Training:

- (1) Masters Degree in Library Science from a college or university accredited by the American Library Association, OR
- (2) Bachelor's degree from an accredited college or university with major course work in liberal studies, social science or a related field., supplemented by 9 semester or 12 quarter units of graduate library science education accredited by the American Library Association, and three years of paraprofessional library experience including one year of supervisory experience. or completion of a library technician program from a community college or 9 Continuing Education Units in library science, OR
- (3) Bachelor's degree from an accredited college or university with major course work in liberal studies, social science or a related field and two years paid paraprofessional experience in a library and current enrollment in an ALA accredited MLS program with 20% coursework completed, OR
- (4) Masters Degree in a subject and two years paid paraprofessional experience in a library.

License or Certificate

May need to possess a valid California driver's license.

PHYSICAL DEMANDS

On a continuous basis, sit at desk, stand, or walk for long periods of time. Intermittently twist and reach office equipment, and bend and stoop to reach and grasp books and materials off shelves and extend arms above the shoulder to reach materials and supplies. Use telephone, write or use keyboard to communicate through written means; lift up to 20 lbs. and push a 50 lbs. cart. See in the normal vision range with or without correction to read typical business documents and computer screens; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. There is exposure to outside atmospheric conditions, when visiting outlying offices. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

4/05